



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

SENIOR LEGAL TYPIST*

\$2,304 - \$3,129

**LEGAL DIVISION OFFICE
SACRAMENTO**

RESPONSIBILITIES:

Under the direct supervision of the Assistant Chief Counsel, the incumbent will provide clerical support to the Compliance Bureau staff in Sacramento. Duties will include, but are not limited to assisting Legal staff on various issues; transcribe from rough drafts correspondence, legal opinions, administrative hearing briefs, pleadings, subpoenas, petitions, notice of hearing. Receives and docket new cases, opens public files and maintains dockets throughout the life of the case; process pleadings, fingerprint files and prepares certified mailing and declarations of service.

DESIRABLE QUALIFICATIONS:

- Outstanding word processing skills; proficiency with MS Word for Windows;
- Good public contact and communication skills;
- Demonstrated ability to use good judgment at all times and to exercise a high degree of initiative;
- Experience in assisting attorneys with urgent, time-critical tasks, e.g., word processing, or delivery and pick-up of time/litigation urgent original documents from other attorney offices.

WHO MAY APPLY:

Applications will be accepted from current State employees at the Senior Legal Typist level, those within transfer range, or individuals who have list eligibility. Training and Development Assignments may be considered for certain classifications only if necessitated for recruitment purposes. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. *All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, list eligibility or Training and Development Assignment) on the state application.*

APPLICATION PROCEDURE: Send a completed standard State of California application to Christen Ko, Department of Insurance, 300 Capitol Mall, 13th Floor, Sacramento, CA 95814. **Please indicate "Senior Legal Typist, #132-3224-XXX" on the State application.** For additional information, please call (916) 492-3411.

FINAL FILING DATE: JUNE 1, 2001 or until filled

NOTE: Interested individuals, including list eligibles, must submit an application in order to be considered for this position.

*** THIS IS A ONE YEAR LIMITED TERM ASSIGNMENT**

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

sp05/15/01